

Tip Sheet: Job Portal - Applying to Jobs

Read each posting carefully. Look at **Job Location** (some jobs may be outside of the GTA or outside of your travel zone). How-to apply to job also varies. To ensure your resume gets to the employers you are interested in, it's important to understand the 3 Application Methods:

1. **Through Job Portal - ADVISOR forwards resume**
2. **Employer Email – YOU must take action**
3. **Employer Website –YOU must take action**

Application Information is found at the bottom of each job posting. Examples below:

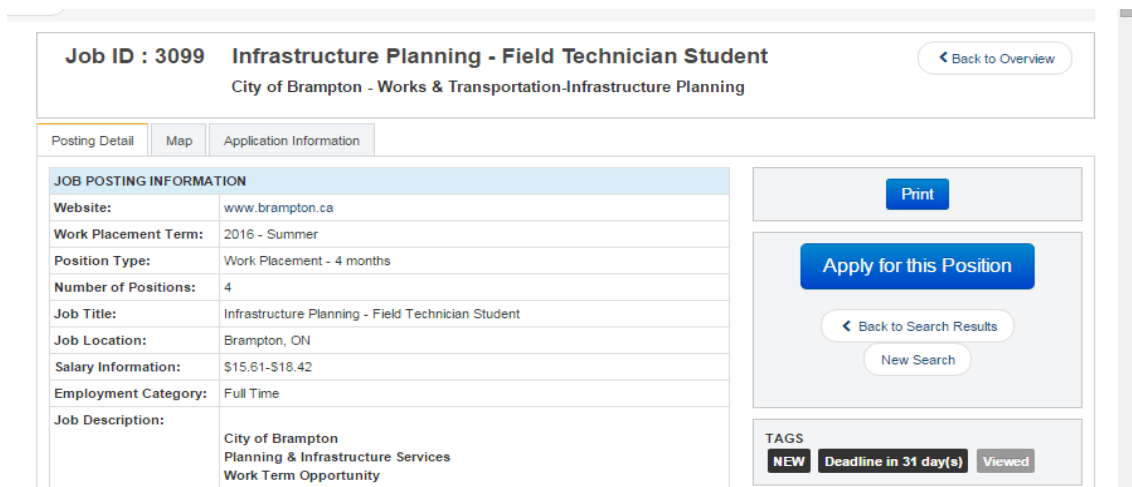
APPLICATION INFORMATION	
Application Deadline:	Feb 12, 2016 11:59 PM
Application Procedure:	Through Job Portal
Application Material Required:	Resume

APPLICATION INFORMATION	
Application Deadline:	Mar 1, 2016 11:59 PM
Application Procedure:	Employer Website
If by Website, go to:	www.gojobs.gov.on.ca

Method: Through Job Portal

When you see **Apply for this Position**

1. Application Procedure implies **“Through Job Portal”**.
2. This means a Placement Advisor will forward your resume and/or other documents to the employer on your behalf.
3. **Click on the “Apply for this Position” button.**
4. Apply with an “Application Package”.
5. You do not have to do anything else.



Job ID : 3099 Infrastructure Planning - Field Technician Student [← Back to Overview](#)

City of Brampton - Works & Transportation-Infrastructure Planning

Posting Detail | Map | Application Information

JOB POSTING INFORMATION	
Website:	www.brampton.ca
Work Placement Term:	2016 - Summer
Position Type:	Work Placement - 4 months
Number of Positions:	4
Job Title:	Infrastructure Planning - Field Technician Student
Job Location:	Brampton, ON
Salary Information:	\$15.61-\$18.42
Employment Category:	Full Time
Job Description:	City of Brampton Planning & Infrastructure Services Work Term Opportunity

[Print](#)

[Apply for this Position](#)

[← Back to Search Results](#)

[New Search](#)

TAGS

NEW **Deadline in 31 day(s)** **Viewed**

Method: Employer Website – OR – Employer Email

When you see

I intend to apply for this position

1. Application Procedure implies “Employer Website” – OR – “Employer Email”.
2. **You must take action to get your application to the employer.**
3. **Click on the “I intend to apply for this position” button.**

We suggest you do this so that the Advisor can follow-up with the employer on your behalf, and try to arrange interviews. You also need to click on this button in order for the posting to appear in your Applications module (to help you prepare for interviews).

4. Follow the instructions outlined by the employer – what documents they are looking for, how to apply, deadline dates, etc.

The screenshot displays the Humber School of Applied Technology Job Portal. The header includes the Humber logo and 'JOB PORTAL'. A navigation menu on the left lists 'Dashboard', 'Work Placement', 'MyDocuments', 'Job Postings' (highlighted), 'Applications', 'Events', and 'Logout'. The main content area shows a job posting for 'Job ID : 3082 Summer Opportunities-Variou' from 'Ontario Public Service'. A 'Back to Overview' button is visible. Below the job title, there are tabs for 'Posting Detail', 'Map', and 'Application Information'. The 'Posting Detail' tab is active, showing a table of job posting information:

JOB POSTING INFORMATION	
Website:	www.gojobs.gov.on.ca
Work Placement Term:	2016 - Summer
Position Type:	Work Placement - 4 months
Number of Positions:	30
Job Title:	Summer Opportunities-Variou
Job Location:	Toronto
If other, please include::	Toronto-Variou
Salary Information:	TBD
Employment Category:	Full Time
Job Description:	Variou Summer Opportunities Available for: (Please note closing dates for each posting)

To the right of the table is a 'Print' button and a large blue button labeled 'I intend to apply for this position'. Below this button are 'Back to Search Results' and 'New Search' buttons. A 'TAGS' section at the bottom right shows 'NEW', 'Deadline in 49 day(s)', and 'Viewed' tags. The footer contains 'MyAccount | Log Out' and a small 'avascryptvoid(0);' notice.

Applications Module:

You must click on “Apply” or “I intend to apply” for a posting to be recorded in your Applications area. This will help you track your applications and have access to postings should you be called for interviews.

NOTE: Postings disappear from your view unless you click on one of these buttons at the time of application.

Questions? Contact Us: Work Placement Services, School of Applied Technology, Room NX302
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